

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Records Supervisor	Job Family: 2
General Classification: Professional	Job Grade: 26

Definition: To provide civilian records support to the Police Department by effectively supervising the Records Unit of the Support Services Division.

Distinguishing Characteristics: The Supervisor provides full line and functional management responsibility for a unit or program area within a department. This class is distinguished from the Lead Records Specialist in that the former has full supervisory and operational responsibility for the Unit.

Receives general direction from the Police Support Services Manager.

Exercises direct supervision over assigned technical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manages the Records Unit, which consists of records management, warrants and court liaison functions in the Police Department.
2. Organizes and assigns work and trains personnel.
3. Conducts employee evaluations annually, or more frequently as needed.
4. Recommends to the manager or his/her designee the appointment and promotion of personnel; recommends employee discipline and implements discipline as directed. Maintains disciplines and high standards necessary for the efficient and professional operation of the Unit.
5. Coordinates document and information releases both internally and externally; maintains responsibility for legal compliance with pertinent State and local laws pertaining to information released.
6. Schedules work assignments and work hours of subordinate personnel.
7. Develops, implements and evaluates work procedures assigned to subordinate personnel, including records storing, reports generated in the area of Police records, data entry into automated systems, court liaison and warrants.
8. Develops and implements Unit policies and procedures.

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9. Administers computerized records management systems, both internal and external, records information; ensures the security of all records.
10. Builds and maintains positive working relationships with coworkers, other City employees and the public using principles of good customer service.
11. Represents the Unit to other City and outside agencies and committees; provides technical assistance as necessary.
12. Researches and prepares technical and administrative reports; prepares written correspondence.
13. May be required to work as line personnel in the Records Unit for temporary periods.
14. Functions as Custodian of Records and Agency Terminal Coordinator.
15. Performs related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of law enforcement records management; principles and techniques of supervision and personnel management; principles and practices of statistical reporting, warrant processing, permit and applicant processing, Department of Justice fingerprint submission, record sealing and purging; court liaison duties, including the preparation of documents submitted to court as a result of subpoena; automated records management systems; pertinent local, State and Federal laws, ordinances and rules.

Ability to: Supervise personnel (including selection, training, assigning, scheduling and evaluating performance); organize and manage automated and manual record-keeping functions; interpret and explain pertinent departmental policies and rules; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; operate departmental computer hardware and related software applications.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to an Associate of Arts degree in Police Records Management, Police Administration or related field plus three years of experience in Police records and/or data records environment with at least one year at lead or supervisory level. A bachelor's degree in Police Administration and/or experience with Automated Records Management Systems is highly desirable.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Completion of P.O.S.T.-certified Police Records Clerk Course at time of appointment. Internal Lead Police Records Specialist or Police Records Specialist must have the ability to obtain required course within six months of appointment.

Working Conditions: Must be available nights, weekends, holidays, as needed.

Established February 1997

Revised February 2006

CLASS SPECS

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